



City of Austin - JOB DESCRIPTION



Airport Security Coordinator

FLSA:	Standard/Exempt	EEO Category:	(40) Protect/Svc
Class Code:	10460	Salary Grade:	OC9
Approved:	October 24, 1997	Last Revised:	January 29, 2008

Purpose:

Under general direction, plan, manage, and coordinate the security-related activities and communications, and security program for the City of Austin (COA) Department of Aviation (DOA) (airport operator).

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Serves as DOA's primary and immediate contact for security-related activities and communications with the Transportation Security Agency (TSA).
2. Reviews with sufficient frequency all security-related functions to ensure that all are effective and in compliance with 49 Code of Federal Regulations (CFR) 1542, its security program, and applicable security directives. Immediately initiates corrective actions for any instance of non-compliance with CFR 1542, its security program, and applicable security directives.
3. Serves as liaison with airport station managers and airline ground security coordinators regarding air carrier security related issues.
4. Develops and reviews airport security programs, directives, and activities of airport tenants and employees to ensure compliance with city, state, and federal security and safety regulations.
5. Prepares reports and/or conducts presentations to city/state/federal representatives.
6. Ensures availability of documents for review by federal agencies, initiate corrective actions for failure to comply with CFR Part 1500, the Airport Security Program, and other security directives.
7. Authorizes and determines the necessity for security clearances to airport users seeking access to the Security Identification Display Area and Sterile Area (SIDA).
8. Develops long and short term goals, objectives, etc.
9. Develops and manages security-related and communications contracts.
10. Purchases and provides resources; i.e., personnel, supplies, equipment, etc.
11. Conducts needs assessments, investigations, security training, etc.
12. Ensures compliance to all federal, state, city, and local regulations, policies and procedures, and ordinances.
13. Coordinates activities with city, county, state, and federal law enforcement agencies.
14. Manages, administers, and performs airport security and communications projects.
15. Prepares and monitors budget for areas of responsibility.

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of 49 CFR Parts 1500 et al, Civil Aviation Security Rules, local, state, and federal laws, regulation, and city ordinances
- Knowledge of federal, state, and City rules and regulations governing unit functions and grants
- Skill in coordinating various functions
- Skill in managing the activities of personnel engaged in unit functions
- Skill in effective communication, both orally and written
- Skill in formulating long and short term plans
- Skill in personnel management and budget development and administration
- Ability to assess situations and make accurate decisions within a limited time frame
- Ability to exercise independent judgment and initiative
- Ability to deviate from standard practices effectively
- Ability to establish and maintain effective communication and working relationships with the Department, tenants, business managers, other City departments, and county, city, state, and federal agencies

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in Criminal Justice, Aviation Management, Airway Science, Public or Business Administration, or in a field related to the job, plus three (3) years experience in the U.S. military services (security and/or airport related), peace officer, airport operations or other security related field.
- Experience may substitute for education up to four (4) years.

Licenses and Certifications Required:

- Maintain federally mandated security clearances required to work at an airport.
- Must be able to obtain an Airport Security Coordinator's certificate within one (1) year of being hired.
- Valid Texas Class C Drivers License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.